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30 AUG 1974

MEMORANDUM FOR: Acting Deputy Director for Administration

**SUBJECT : Office of Personnel Report - Week Ending
30 August 1974**

1. Magazine Article on CIA's Retirement Services Program: On 28 August Mr. Jerry Bennett of the American Association of Retired Persons (AARP) met with Chief, Retirement Affairs Division. Mr. Bennett is senior writer for the magazine, "Dynamic Maturity," a publication devoted to younger retirees or to persons now in their fifties who are planning to retire. The purpose of this initial meeting was to afford Mr. Bennett the opportunity to describe generally how he would like to go about writing a feature article on CIA's program of retirement services and for us to set ground rules and to determine how we will work with Mr. Bennett. It appears that Mr. Bennett is impressed with what CIA is doing in the retirement business and that his superiors are delighted to be able to write about the Agency's program. AARP has 7 1/2 million members, so the article on CIA's retirement program is bound to receive quite a bit of publicity. Chief, Retirement Affairs Division and Mr. Bennett will meet again in the near future to plan how Mr. Bennett will go about his assignment and to schedule other visits for readings and discussions.

2. Hire the Handicapped Program: During the past few weeks, since the start of an active Handicapped Persons Program, we have received 18 inquiries and/or applications from persons with some form of serious handicap. Of the 18, two are polio victims, one is a deaf mute, two are deaf, two have forms of paralysis, one has a crippled arm as the result of a Vietnam war wound, two are blind and one nearly blind, one has epilepsy, one is a chronic stutterer, two have cerebral palsy, and three are retarded. Also, of the 18 to date, five have not formally applied, five have been rejected, two are under review, and six have been put into employment processing. Of the six put into process, one is crippled from polio (lo-Gen Engineer), one is crippled from polio and has one leg (micro-film clerk), one is a deaf mute (computer programmer), one is blind (computer programmer), one is nearly blind (lo-Physical Scientist), and one has a crippled arm from war wound (CTP).

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3. Large EOD Class: The 26/27 August Office of Personnel EOD orientation presentation was given to a group of 22 new employees, including seven contract employees.

4. Special OP File Review: In the summer of 1973, we began a project that consisted of reviewing, reorganizing and purging excess or duplicate material from all active Official Personnel Folders. This year, with the assistance of our summer-only employees, approximately [REDACTED] Official Personnel Folders have been reviewed during the past three months and the project has been completed. The purging of excess or duplicate material from the files resulted in the destruction of six cubic feet of material this summer.

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5. Annual Terminated File Purge: The File Section's annual purge of terminated Official Personnel Folders has been completed. The purge started with 206 cubic feet of material; 124 cubic feet were retired to the Agency Records Center, 18 cubic feet were returned to the Federal Records Center, and 64 cubic feet of excess material were purged from the files and destroyed.

6. Supergrade Survey: Final revisions are being made in the Supergrade Survey after reconsideration of certain jobs and changes in assignments. The survey reports are being checked with the Deputy Directors and we expect to have the final report ready for submission to the Director next week.

7. Position Management:

a. The final revision of the Office of Finance position management survey report has been completed and will be ready for transmittal to that office shortly.

b. The staffing complements of DDS&T and DDO components have been reviewed to determine grade changes necessary to maintain average grade after ceiling reductions.

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8. Upward Mobility: [REDACTED] attended two workshops on Upward Mobility Programs given by the Civil Service Commission on evaluation and monitoring of Upward Mobility Programs. She also attended seminars given by the Manpower Management Institute on testing and selection of programs for EEO.

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9. FLSA: Foreign field employees of the Agency have been notified by dispatch of their FLSA designations. Occupational designations have been completed and we hope that individual notifications to all Headquarters employees will be issued by the middle of September. These will establish exemption status for subsequent computations of any differences in overtime pay.

10. PDP: We arranged with Printing Services Division for the reproduction of the FY 75 PDP formats and instruction pages.

11. Projections: Chief, Plans Staff/OP has been working on monthly projections of FY 75 separations, retirements and EOD's as a step toward a monthly review data display to detect significant deviations in trend from what is expected.

12. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Administration:

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[REDACTED] -- Office of Security --
Independent Contractor -- one-year extension.

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[REDACTED] -- Office of Security --
Independent Contractor -- one-year contract.

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Also, the following rehired annuitant was terminated:

[REDACTED] -- Office of Medical Services --
contract employee.

13. Foreign Gifts: The General Accounting Office is conducting an audit of the way the Foreign Gifts and Decorations Act is being enforced in all three branches of Government. A GAO representative called the Agency for some information early in August, and, after discussion with OGC and Central Cover, the Director of Personnel forwarded a letter indicating in general terms our policy and procedures to ensure compliance. In a follow-up call, we were asked how the Agency disposes of foreign gifts valued over \$50. The law requires that these gifts be forwarded to the Chief of Protocol.

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14. Employee Activities Association: The annual EAA All-Star Slow-Pitch Softball Game was held on 27 August. Mr. John McMahon started the game by throwing out the first ball. The National League all-stars were winners over the American League by a score of 17-12.

Coming Events

1. The Annual Awards Ceremony is scheduled for 10:00 a.m. on 18 September 1974 in the Headquarters Auditorium.

2. The Consolidated Fund Drive will be conducted from 1 October to 8 November 1974.

3. The monthly Personnel Officers' Meeting will be held in the Auditorium on Wednesday, 4 September, at 10:30 a.m.

4. We will continue work on OP 1975-76 objectives.

5. Work will continue on ADP conversion activities, on surveys and on other special projects in the Position Management and Compensation Division.

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Acting Director of Personnel

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OD/Pers/ [REDACTED] :jmm (30 Aug 74)

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